

AUDIT REQUIREMENTS

B.1

Description

Grantees are required to comply with the audit requirements as identified below:

1. The audit shall be completed by the 15th day of the fifth (5) month following the end of the Grantee's fiscal year. Two (2) copies of the audit report shall be delivered to the DHS program funding this agreement to:

Audit Coordinator
California Department of Health Services
Maternal, Child, and Adolescent Health/Office of Family Planning
MS 8305
P.O. Box 997420
Sacramento, CA 95899-7420

If using Courier Delivery (i.e. UPS, FedEx, Golden State Overnight, etc.) deliver to:

Audit Coordinator
California Department of Health Services
Maternal, Child, and Adolescent Health/Office of Family Planning
MS 8305
1615 Capitol Avenue, Suite 73.560
Sacramento, CA 95814-5015

Note: All document deliveries not including the mail station number MS 8305 will be returned to sender by the DHS Mail Services Unit.

2. The audit report must identify the Grantee's legal name as it appears on the executed grant and the grant number assigned to it. The report shall be due within thirty (30) days after the completion of the audit. Upon receipt of said audit report, the program contract manager shall forward the audit report to DHS' Audits and Investigation Unit.
3. Please refer to "Special Terms and Conditions" Grant Exhibit D(F), Paragraph 16, Sections a-k, entitled "Financial and Compliance Audit Requirements" for more detailed information.